



FLEX STEEL®

## **Job Posting**

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Title of Position: Edgerton Distribution Manager

Classification: Exempt

Supervisor: Director, Logistics and Distribution

### **POSITION OVERVIEW:**

Overall responsibility for the operational & functional planning and strategy of distribution and transportation activities in Edgerton, KS.

### **DUTIES AND RESPONSIBILITIES:**

#### **Strategic Leadership:**

- Develop the distribution plan and establish procedures for maintaining high standards of distribution operations to ensure efficient, timely customer service.
- Support Project Evolution & testing, training, implementation of WMS based off established timeline.

#### **Operational Management:**

- Understand operational requirements of the business, execute deliverables to meet the needs of the businesses.
- Manage safety, quality, on-time delivery, efficiency, cash and cost performance, build continuous improvement plans to drive results.
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Responsible for establishing a culture of safety throughout the operation. Facilitate regular meetings with supervisors and key team leads to review safety & performance goals and results.
- Ensure compliance with all Health, Safety and Environmental regulatory requirements (EPA, DOT, OSHA, HAZMAT) including, but not limited to, proper permitting, licenses, and employee training.
- Manage employee staffing, skillsets, and performance according to changing needs.

#### **Financial Management:**

- Capital planning/ execution, budgeting, forecasting, and operating expense management for warehouse & transportation.

#### **Relationship Management:**

- Partner and collaborate with business leaders and cross-functional stakeholders to understand business priorities and to implement strategic initiatives and tactics. Create a culture of collaboration & open communication.

- Responsible for the overall direction, development and evaluation of the personnel in Edgerton. This includes interviewing, hiring, and training employees, planning, assigning and directing the work load; motivating staff; evaluating performance; enforcing policies and procedures; rewarding and disciplining employees; addressing complaints and resolving problems. Empower managers and supervisors to be decision makers.
- Establish a safe, harassment free work environment for all associates with direct or anonymous reporting options. It is the employee's obligation to report, the managers obligation to act.
- Provide written and verbal communication to ensure engagement and support of initiatives by internal and external customers.
- Work through Director of Distribution & Logistics for alignment on all major projects, expenses, and personnel change recommendations to ensure changes support future strategy.

#### EDUCATION & EXPERIENCE DESIRED:

- Strong leadership, team building, and communication skills required
- Bachelor's Degree or equivalent experience required.
- Minimum 5 years supply chain operations management experience.
- Experience with Warehouse Management Systems (WMS) and Transportation Management Systems (TMS).
- Excellent written and verbal communication skills, and the ability to work collaboratively with cross-functional teams in making sound business decisions that successfully drive business initiatives.
- Excellent team building, problem solving, troubleshooting and time management skills

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Flexsteel Industries, Inc. offers a competitive salary, along with an excellent full-time benefits package, paid holidays, a friendly, supportive work environment, Flexsteel furniture discounts, and professional growth opportunities. EOE M/F/H/V

#### Application Instructions:

Please apply online at <http://www.flexsteel.com/about-us/careers>